



# TOWN OF ENFIELD

## Planning Division

### **Land Use Commissions Application Guide**

A complete application is the best way to ensure timely approvals. This guide is here to help you navigate through the process and keep track of submission requirements.

All applicants are highly encouraged to meet with the Planning Department prior to starting an application. Several meetings with Town Staff maybe required prior to applying to the Planning and Zoning Commission or other Land Use Boards.

1. Visit the Planning Department to start staff review.
2. Schedule a meeting with the Town Planner.
3. Schedule an Administrative Review Team Meeting (if necessary).
4. Submit application through the Planning Department.
5. Attend land use board commission meetings:  
(Planning and Zoning Commission, Zoning Board of Appeals, Inland Wetland & Watercourse Agency, Historic District Commission, Aquifer Protection Commission).

The Planning Department assists and guide projects through the Land Use Commissions' approval processes. Depending on your project, multiple commissions may be involved.

Planning Department staff can assist to help you develop your ideas so that they conform to the Enfield Zoning Regulations.

### **Ready to Submit an Application to the Planning and Zoning Commission?**

The checklist on the following pages lists the documentation that is the applicant's responsibility.

When you submit materials, be prepared to go through this list with staff. Applicants are also encouraged to review this guide with staff when they are getting ready to start their application.

After you turn in your application materials to the Planning Department, town staff will continue to add to your application file. As staff prepares your file for the Commission, you may be asked to provide additional material specific to your project.

**Note:** 14 copies of 24 X 36 plans are to be submitted in complete sets- stapled, map folded, and in an electronic format.  
The Planning Division requires an electronic submission of all documents received in CD format or on a USB drive.



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<b>#1-5 Applicant Responsibilities</b>	
<b>1. <input type="checkbox"/> Application Form</b>	<input type="checkbox"/> Provide a complete and notarized application form.
<b>2. <input type="checkbox"/> Owner Authorization</b>	<input type="checkbox"/> Provide a copy of the DEED, if you own the property OR Provide a letter from the owner authorizing you to apply on their behalf.
<b>3. <input type="checkbox"/> Abutter's Information</b>	<input type="checkbox"/> Notice to immediate abutters by certified mail not less that twenty-one <b>(21) days prior</b> to the start of the public hearing. (If applicable).  <input type="checkbox"/> A copy of the abutter's letter and proof of mailing notification is to be provided to the Planning Office <b>5 days prior</b> to the scheduled public hearing.
<b>4. <input type="checkbox"/> Project Narrative</b>	<input type="checkbox"/> Provide a detailed narrative explaining the proposal. How will you use the site?  <input type="checkbox"/> Include the hours of operation for all commercial/industrial projects.  <input type="checkbox"/> If proposing new curb cuts as part of the proposal, provide a narrative report demonstrating: <div style="margin-left: 20px;"> <input type="checkbox"/> The access ways are adequate but not excessive in number.   <input type="checkbox"/> The access ways are adequate in width, grade, alignment and visibility.   <input type="checkbox"/> That access ways are appropriately separated from street corners and other places of public assembly.           </div> <input type="checkbox"/> If proposing new, changes to, off-street parking/loading areas, provide a narrative report demonstrating: <div style="margin-left: 20px;"> <input type="checkbox"/> Adequate off-street parking/loading areas are provided to prevent persons connected with or visiting the use from parking on public streets.   <input type="checkbox"/> That the proposed interior circulation system is adequate to provide safe accessibility to all off-street parking spaces.           </div>



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<b>Applicant Responsibilities Continued</b>	
<b>5. <input type="checkbox"/> Materials Samples Specification</b>	<input type="checkbox"/> Provide available manufacturer's literature for added site features: generators, fencing, pre-fabricated structures, etc. <input type="checkbox"/> Physical samples for any façade materials or any non-standard hardscaping should be submitted with the application.
<b>6. <input type="checkbox"/> Additional requirements for projects adjacent to State Right-of-Way</b>	<input type="checkbox"/> Provide a copy of preliminary applications for access to state highways and State-owned storm drainage facilities where such state permit is necessary.
<b>PLANS-Full Submission Requirements</b>	
<b>6a. <input type="checkbox"/> Cover Sheet</b>	<input type="checkbox"/> Show a table comparing the standards required in these regulations and the standards provided by the proposed project: area and bulk requirements, parking requirements, etc.
<b>6b. <input type="checkbox"/> Location Map</b>	<input type="checkbox"/> Scale: 1" = 1000'
<b>6c. <input type="checkbox"/> Boundary Survey of Site</b>	<input type="checkbox"/> Show property boundaries including distances with angles or bearings. <input type="checkbox"/> Include area of lot and property's zoning classification. <input type="checkbox"/> Include names of adjacent property owners and zoning classification of their properties.
<b>6d. <input type="checkbox"/> Existing Conditions Map</b>	<input type="checkbox"/> Show existing contours or spot grades at no more than 2-foot intervals.
<div style="text-align: center; margin-bottom: 10px;"><b>Title Block Should Include</b></div> <input type="checkbox"/> Name of Developer <input type="checkbox"/> Name of Property Owner <input type="checkbox"/> North Arrow <input type="checkbox"/> 1": 40' Scale Preferred. May be between 40' and including 60' scale <input type="checkbox"/> Seals and Signatures of appropriate design professional	<input type="checkbox"/> Show flagged wetlands, if applicable. <input type="checkbox"/> Show location of existing buildings-indicate dimensions, area, height and number of stories, distances between buildings and to property lines. <input type="checkbox"/> Show existing sanitary and storm water drainage facilities with elevation. <input type="checkbox"/> Show existing sidewalks, curbs and curb cuts, and adjacent streets. <input type="checkbox"/> Show location and description of all existing easements and right-of-way. <input type="checkbox"/> Show existing trees-label all trees larger than 12". <input type="checkbox"/> Show existing off-street parking/loading areas. <input type="checkbox"/> Show existing lighting and signage. <input type="checkbox"/> Show existing outdoor storage and screening-including dumpster areas.

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<p><b>6f. <input type="checkbox"/> Architectural Plans and Elevations</b></p> <p><i>Include preliminary architectural drawings as part of the plan set</i></p> <p><input type="checkbox"/> Scale 1 foot equals 16 feet</p>	<p><input type="checkbox"/> Show floor plans for each floor or level of each proposed structure-indicate spatial arrangements, use occupancy, seating arrangements, ingress and egress as appropriate.</p> <p><input type="checkbox"/> Show exterior elevations of each side of each proposed structure-indicate proposed materials, roof scape, if any, and building height.</p> <p><input type="checkbox"/> Show all exterior mechanical equipment and screening-ALL mechanical equipment should be screened from the public view in a manner that is compatible with the architectural style of the building and designed in a manner that is integral to the architectural design of the building.</p> <p><input type="checkbox"/> Where alteration and/or additions to an existing building are proposed, provide both plans and elevations adequate to explain the proposal.</p>
<b>Dates and Deadlines</b>	
<p><input type="checkbox"/> <b>Deadline to turn materials into the Planning Division</b></p>	<p><input type="checkbox"/> _____</p> <p>Deadlines are <b>25 days prior</b> to a Board or Commission meeting.</p> <p><input type="checkbox"/> 14 copies of 24 X 36 plans are to be submitted in complete sets- stapled, map folded and electronically.</p>
<p><input type="checkbox"/> <b>Commission Meeting</b> <i>Application is Officially received</i></p>	<p><input type="checkbox"/> _____</p> <p>The application is officially received by the Commission during the <b>next regular meeting after materials are submitted</b>. Applicants do not need to attend.</p>
<p><input type="checkbox"/> <b>DEADLINE to post public hearing signs</b></p>	<p><input type="checkbox"/> _____</p> <p>Deadline is <b>10 days prior</b> to the scheduled meeting at which the application will be discussed (for Public Hearings ONLY).</p>
<p><b>★ Commission Meeting</b> <i>Application is discussed</i></p>	<p><input type="checkbox"/> _____</p> <p>Typically, applications are discussed 1-2 meetings after they are officially received. The Commission sets the schedule based on the number of applications and anticipated length of discussion. The schedule also depends on the complexity of the proposal and if all appropriate Agencies and Departments have had sufficient time to submit written comments. Applicants are expected to attend the meeting (s) when their application is discussed and are expected to provide an introductory presentation of the proposed project.</p>



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Post Commission Meeting	
7. <input type="checkbox"/> <b>Removal of Public Hearing Signage</b>	<input type="checkbox"/> Public hearing sign(s) must be <b>removed within five (5) days</b> of the closing of the hearing and returned to the Planning Division.
8. <input type="checkbox"/> <b>Plan Revisions</b>	<input type="checkbox"/> Revision of plans per Commission request. Final Plans include <b>four (4) copies</b> of approved plan measuring 24 X 36. Approval letter will need to be incorporated into the Final Plans. <input type="checkbox"/> An electronic submission of the final plans and any documents received are required.
9. <input type="checkbox"/> <b>Bonds</b>  <input type="checkbox"/> Landscaping Bond <input type="checkbox"/> Site Restoration <input type="checkbox"/> Soil Erosion Control	<input type="checkbox"/> Bonds may need to be posted. <input type="checkbox"/> Review Section 9.10.5 Site Plan Bonding-Certificate of Compliance <ul style="list-style-type: none"> <li>▪ Erosion &amp; Sediment Control Bond: <b>Cash Only Bond</b> <ul style="list-style-type: none"> <li>➤ Review Section 7.20 Erosion and Sedimentation Control Requirements</li> </ul> </li> <li>▪ Site Restoration Bond: <b>Surety Bond</b></li> <li>▪ Landscaping Bond: <b>Surety Bond</b> <ul style="list-style-type: none"> <li>➤ Review Section 10.20 Landscaping Standards</li> </ul> </li> </ul>
10. <input type="checkbox"/> <b>Land Records</b>	<input type="checkbox"/> Final Plans signed by the appointed Town Official may need to be filed with the Enfield Land Records. <input type="checkbox"/> Documents requested to be filed with the Town Clerk on the Land Records <b>require a fee paid</b> to The Office of Town Clerk



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Post Construction	
11. <input type="checkbox"/> Project construction and completion requirements.	<input type="checkbox"/> Please familiarize yourself with project completion requirements
12. <input type="checkbox"/> Engineered Certified As-Built <input type="checkbox"/> Architectural Designed As-Built	<input type="checkbox"/> As-Built include <b>four (4) copies</b> of Certified As-Built measuring 24 X 36.
13. <input type="checkbox"/> Electronic Submittal Requirement	<input type="checkbox"/> As-Built electronically submitted in addition to required paper copies.
14. <input type="checkbox"/> Request of Certificate of Zoning Compliance	<input type="checkbox"/> Review Section 9.10.5 Site Plan Bonding-Certificate of Compliance <input type="checkbox"/> Request of Certificate of Zoning Compliance is to be completed <b>ten (10) days prior</b> to the inspection for the Certificate of Occupancy.
15. <input type="checkbox"/> Request of Certificate of Occupancy	<input type="checkbox"/> Request of Certificate of Occupancy is to be made after the Certificate of Zoning Compliance is completed.
16. <input type="checkbox"/> Release Request for Site Restoration Bond	<input type="checkbox"/> Review Section 9.10.5 Site Plan Bonding-Certificate of Compliance <input type="checkbox"/> Fill out bond release form. <input type="checkbox"/> Site will be inspected for completion. <input type="checkbox"/> Review Section 9.10.9 Site Maintenance
17. <input type="checkbox"/> Release Request for Soil & Erosion Control Bond	<input type="checkbox"/> Review Section 9.10.5 Site Plan Bonding-Certificate of Compliance <input type="checkbox"/> Fill out bond release form. <input type="checkbox"/> Site will be inspected for completion. <input type="checkbox"/> Review Section 9.10.9 Site Maintenance
18. <input type="checkbox"/> Release Request for Landscaping Bond	<input type="checkbox"/> Review Section 9.10.5 Site Plan Bonding-Certificate of Compliance <input type="checkbox"/> Request are to be made <b>after one (1) growing season</b> typically one (1) year. Landscaping installed during the months of June, July, or August, the period shall be two (2) years. <input type="checkbox"/> Fill out bond release form. <input type="checkbox"/> Site will be inspected for completion. <input type="checkbox"/> Review Section 9.10.9 Site Maintenance





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# How Does One Schedule an A.R.T. Meeting? Administrative Review Team

1. Submit 2 copies of Preliminary Plans to the Planning Division.
  - Site Plan (can be conceptual).
  - Floor Plan(s) (can be conceptual).
  - Architectural Elevations Changes (can be conceptual).
  - Detailed Narrative.
    - What are your plans for the site?
    - How are you going to implement the plan?
2. Planning Division opens preliminary file. The proposal is reviewed and the applicant is advised on the format of (15) copies of the plan for distribution.
3. Plans are circulated to appropriate Departments by the Planning Team.
4. Planning Division schedules an A.R.T. meeting.
5. A.R.T. meets and offers comments.
6. Applicant considers comments received and adjusts formal plans as necessary.

**Purpose:** The purpose of the A.R.T. meeting is to provide an opportunity for the applicant to receive preliminary comments from various Departments and Agencies; as well as to be given advice on the forms and paperwork needed for the life of the project.

Guidance provided by Town Staff at the A.R.T. meeting is not binding. Formal plans are submitted to The Planning Division for review and are circulated to appropriate Departments and Agencies before being scheduled for formal consideration by Land Use Boards and Commissions. The comments by Departments and Agencies are made part of the Land Use Conditions of Approval.

Members of A.R.T.	
Planning & Zoning	Fire Marshal
Inland Wetlands & Watercourses	Police Traffic Officer
Engineering Department	Health District
Building Department	Water Pollution Control
Community Development	Water Companies
Development Services	Town Attorney